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An Equal Opportunity Employer

TO: All DWD Employees

FROM: Ronald L. Stiver, Commissioner *RLS*

THRU: Monty W. Combs, Deputy Commissioner
Finance/Controller *MWC*

DATE: April 1, 2005

SUBJ: DWD Communication # 2004-21
Request for Travel Advance Funds

RE: All Funding Sources Administered by DWD

RESCISSIONS: DWD Communication #2002-52, issued July 1, 2003.

CONTENT: DWD has been taking a look at many of its processes and services in an effort to streamline and reduce costs. A recent study was conducted as to the cost and efficiency of administering the travel advance account. It was found that providing travel advance checks is a manual system which is extremely labor intensive, cumbersome to maintain and requires constant oversight. During this study, it was found that it costs the agency in excess of \$200 per travel advance check written. Therefore, it is no longer feasible to continue to write travel advance checks for routine travel within the State of Indiana and low-cost out-of-state trips. Management has decided to limit travel advances to the following:

1. Travel advances will be used for out-of-state and emergency situations only. Out-of-State trips must cost \$1,000 or above in travel costs (excluding registration); or be back-to-back out-of-state trips. The traveler will be issued a check for 90% of the estimated lodging expense or \$1,000 whichever is less. An emergency advance may be issued to a new employee who has not received a paycheck and meets the aforementioned criteria; or, otherwise at the discretion of the Controller or Commissioner.
2. Employees who have non-payroll checks direct deposited are restricted from receiving Travel Advances. This includes travel checks that are direct deposited.
3. Per the State Accounting Manual (updated May 1, 2000), eligible expenses for which an employee may receive an advance include bus or train tickets, registration fees, and hotel base rate plus applicable taxes.

4. Per the State Accounting Manual (updated May 1, 2000), Travel Advances may **not** be issued for meals, mileage, parking, taxi fares, or any other out of pocket expenses. These expenses will be reimbursed on your travel claim to the extent provided in the State Travel Rules and Regulations upon your return.
5. Persons traveling out-of-state, who wish to receive a Travel Advance, must submit the Travel Advance Request along with the Out-of-State Travel Authorization (SF823). A Travel Authorization Form (SF2541) must be submitted prior to, or along with the Advance Request (if not already submitted).
6. The minimum Emergency Advance Request that will be honored is \$200.00. Therefore, the allowable 90% advance figure must equal \$200.00 or more.
7. ***The total amount of any advanced travel funds must be repaid before additional requests will be approved or further advances given. A travel reimbursement voucher involving an advance must be filed no later than one working day after the traveler returns from the trip (per the Collateral Commitment clause signed by the traveler.) If an advance travel claim is received by the Accounts Payable Section and has been cleared for processing before another advance is needed, the original advance will be considered resolved and a check can be released for the next advance.***
8. To receive an advance, the employee must be "in good standing" with the travel advance system. The term "in good standing" is defined as anyone who has previously received one or more advances and promptly filed his/her travel reimbursement voucher to repay the fund within one (1) working day of return to the office (as specified on the Request for Advance form). If an employee submits his/her travel voucher and the amount advanced is more than the actual expenses, the employee will owe the difference to DWD. The Accounts Payable Section will issue only one (1) invoice for reimbursement to the Advance Account. Such reimbursements must be received within five (5) workdays. Delinquent repayments will be immediately referred to the Deputy Commissioner/Controller who is personally liable under State statutes for all travel advance repayments. Accounts Payable reserves the right to refuse Advance Requests received from any staff person not considered "in good standing."

To request an advance travel check, Form 2535, Request for Advance Travel Funds, must be submitted, through the employee's supervisor, to Accounts Payable (AP) at least thirty (30) calendar days prior to the travel. Requests received less than thirty (30) calendar days prior to travel will only be considered in cases of emergency, as approved by the Deputy Commissioner/Controller. A sample Form 2535 with instructions for preparation are attached. Form 2535 may be obtained from the DWD Stockroom or may be found on

DWITE under "Forms/Travel". The only signatures that are required before submission to AP are the employee's and the employee's supervisor. AP will obtain the Controller's signature. FAX copies of requests are **not** acceptable. Advance Requests must contain original signatures in order to meet required audit standards.

It is important the Accounts Payable Section be notified of any changes that occur to already approved requests. This would include:

- any changes in travel and/or training dates; and/or
- cancellations of travel or training.

In these instances, any checks already issued must be returned to the Accounts Payable Section. If the check(s) have already been cashed, the employee is to **immediately** return the funds via personal check, money order, or cashier's check for the full amount advanced. All checks or money orders are to be made payable to the Indiana Department of Workforce Development.

EFFECTIVE DATE: May 1, 2005

END DATE: May 1, 2007

REVIEW DATE: May 1, 2007

ENDING DATE: June 30, 2007

ACTION: All DWD employees are eligible to request a travel advance provided the above requirements are met. If you have any questions, please feel free to contact Missy Wolfe, Assistant Manager of Accounts Payable, at 233-6673 or Pat Tweedy, Accounts Payable Manager, at 232-7726.

OWNERSHIP: Accounts Payable

MWC/PLT: pt

Attachments

***Instructions for Completing the Request for Advance Travel Funds
Form 2535***

1. **NAME**—enter the employee's name
2. **ADDRESS**—enter the employee's address as it appears on your Letter of Travel Authorization (Form 2541). This should be the same address that appears on your payroll check. If you have recently moved, be sure to notify payroll and complete a new Form 2541.
3. **OFFICE OR SECTION**—enter this information as it appears on the Letter of Travel Authorization (Form 2541).
4. **PURPOSE OF TRAVEL**—state why you are in travel status i.e., training, routine job duties, conferences
5. **DATE OF REQUEST**—enter the month, day, and year the request is being completed.
6. **MODE OF TRAVEL**—enter the mode of transportation being used, i.e., personal vehicle, state owned vehicle, airplane, bus
7. **DATE**—enter the month and day of travel. Use at least one line per day in travel status. Enter all expenses in their chronological order.
8. **TRAVEL BETWEEN POINTS**—enter FROM the city or town travel began. For example: Indianapolis, "station" or "home". This space is also used to describe expenses in the "Other Expenses" and "Train/Bus Fare" columns.
9. **ENTER "TO"**—the destination of travel following the guidelines in #8.
10. **Enter the HOUR of departure/arrival.** Be certain to include "a.m." or "p.m." as required. Please note that Military Time is not acceptable.
11. **Enter the LODGING EXPENSE for each night.** This should include all applicable taxes.
12. **Enter the amounts of "OTHER EXPENSES".** This will include registration fees.
13. **Enter the amount of "TRAIN/BUS FARE".** This will only apply if you would have to pay these fees using your own personal credit card instead of them being direct billed to DWD.
14. **Enter the total amount for each column.**

15. **Add totals of all columns together and multiply by .90 (90%). Enter that total in the box.**
16. **Enter the maximum advance amount \$1,000.**
17. **REQUESTED AMOUNT**—enter the lesser of the 90% or the maximum advance.
18. **Enter the proper Cost Center and Project/Function Codes to charge.** Please refer to the Time Distribution manual and subsequent updates.
19. **Deputy Commissioner**—enter the Deputy Commissioner the employee reports to.
20. **Collateral Commitment—READ CAREFULLY BEFORE SIGNING THE FORM!**
21. **EMPLOYEE SIGNATURE**—employee needs to sign the form. Photocopies of signature will not be acceptable. This signifies that the employee has completed the form and has read the Collateral Commitment.
22. **SUPERVISOR SIGNATURE**

INTERNAL USE ONLY

State Form 13218 (R2/12-01)

Advance No. _____

Check No.

Amount

Date _____

Name 1	Office or Section 3	Date of Req. 5
Street Address (home) 2	Purpose of Travel 4	Mode of Travel 6
City, State, ZIP Code 2		

TRAVEL BETWEEN POINTS

HOUR OF

TRAVEL EXPENSES

(Mo.) Day	From	To	Departure	Arrival	Lodging Expense	Other Expense's	Train / Bus Fare
7	8	9	10	10	11	12	13
TOTALS					14	14	14

AMOUNT REQUESTED

Cost Center	18
Proj / Ftn	18
Deputy Comm.	19

AMOUNT REQUESTED	
1. 90% of Estimated Expense	15
2. Maximum Advance \$1000.00	16
3. Request Amount (lessor of 1 or 2)	17

Collateral Commitment

20

I understand that I cannot receive a travel advance if I participate in direct deposit. In the event that my employment with the Indiana Department of Workforce Development should terminate (by my choice, or otherwise) prior to the repayment of my loan from Advance Travel Fund, I hereby authorize the Human Resource Department and Accounts Payable Section(s) to give my paycheck(s) and/or checks for travel pay to this agency's Special Disbursing Officer with authority of the Special Disbursing Officer to deposit same to the credit of the Advance Travel Fund.

I further authorize the mentioned Special Disbursing Officer to deduct from such check(s) or funds sufficient money to satisfy any loan of advance travel money which I received for travel described above. Any remainder of fund is to be forwarded to me. I further agree to not request a travel advance if I have a previously advance outstanding.

Finally, I agree to submit a Travel Voucher (State Form 980) no later than the 1st working day following completion of travel described above and authorize the Special Disbursing Officer to deduct from the resulting claim sufficient money to satisfy the loan advance travel money which I received for the travel described above. Any remainder is to be forwarded to me. I understand and agree to this procedure.

SIGNATURES

SIGNATURES		
Employee	Supervisor/Manager	Controller/Designee
21	22	
Date	Date	Date

OUT OF STATE TRAVEL ADVANCE

As provided in Indiana Department of Workforce Development travel policy. \$ _____

Dollars (check attached) is being advanced to you to cover the cost of travel described on the front of this form.

Your total amount of advanced travel money represents a loan for this purpose and is returnable, as specified in the "Collateral Commitment" when you discontinue travel. The loan will be settled by a deduction from the resulting travel claim, then a cash settlement will be made.

RECONCILIATION OF SETTLEMENT

Your Travel Voucher for the period ending _____

is being settled as follows:

Claim: \$ _____

Advanced: \$ _____

Difference: \$ _____

Explanation: _____

Special Disbursing Officer/Designee